

Accounting Instructions for MaineCare payments

MaineCare payments to SPPS

SAUs accounting of MaineCare revenue paid to special purpose private schools:

- The MaineCare seed/match payment to SPPS that DOE has provided to DHHS **on behalf** of the SAU should be accounted for as revenue to the unit's General Fund, replacing the subsidy recaptured for this purpose. (Fund Code 1000 and Revenue Code 3111)
- The SAU should account for the portion of services (equal to MaineCare seed/match paid amount to SPPS) as a contracted service expenditure (for breakdown of costs see payment detail(s) provided by the DOE). The following are Accounting Handbook codes for these expenditures:

Type of Service	Fund	Program	Function	Object
Behavioral Health Day Treatment	1000	2500	2330	3440
Psychological	1000	2800	2140	3440
Speech/Hearing	1000	2800	2150	3440
Occupational Therapy	1000	2800	2160	3440
Audiology	1000	2800	2170	3440
Physical Therapy	1000	2800	2180	3440
Social Work	1000	2800	2110	3440
Counseling	1000	2800	2120	3440

Essential Programs & Service (EPS) special education allocation:

- Expenditures equal to the MaineCare seed/match amount paid to SPPS that has been reported utilizing the appropriate Accounting Handbook codes will be included as related services expenditures for the maintenance of effort calculation in the determination of the SAU's EPS special education allocation.

MaineCare payments to SAUs

SAU accounting of MaineCare revenue paid to a SAU for services provided by the resident SAU:

- SAU deposits MaineCare payment from DHHS into General Fund (Fund Code 1000 and Revenue Code 4585). This payment from DHHS provides both the federal portion as well as the SAU seed/match amount to the General Fund. The SAU seed amount will replace the amount removed from subsidy to support current budget therefore, the SAU should credit subsidy revenue (Fund Code 1000 and revenue code 3111) for the amount of the on

behalf seed payment and debit MaineCare revenue (Fund Code 1000 and Revenue Code 4585 for the same amount (Recommended method).

- If SAU deposits MaineCare payment into Special Revenue (Fund Code 2460 and Revenue Code 4585), then the SAU must transfer the SAU seed/match portion to their General Fund. (Allowable method but not recommended.)
 - Transfer Out Special Revenue to General Fund (Fund Code 2460 and Object Code 9120).
 - Transfer In General Fund from Special Revenue (Fund Code 1000 and Revenue Code 5203).

EPS special education allocation:

- No change in reporting of special education expenditures – all special education expenditures should be reported under the appropriate Accounting Handbook and Model Chart of Accounts. Note: It is important *not* to net revenues against expenditures as this may result in an error in the unit's EPS special education allocation.
- No change in reporting for amount used for Federal Revenues. This shall remain an amount equal to the actual special education expenditures reported as federal expenditures in special revenue accounts.
- Change in how amount is determined for MaineCare revenue for EPS special education maintenance of effort calculation:
 - For those SAUs that deposit MaineCare payment into General Fund, the amount brought into General Fund (Fund Code 1000 and Revenue Code 4585) *less* the amount of subsidy reduction (ED279 Line 59E Private & Public or ED279 Section 5 B Lines 8 and 9) for the same fiscal year – resulting in only the federal portion being applied. This amount can be verified against the federal portion identified in the payment detail from DHHS.
 - For those SAU that deposit MaineCare into Special Revenue (Fund Code 2460 and Revenue Code 4585) and then transfer the SAU seed/match portion to their General Fund (Fund Code 2460 and Object Code 9120). The federal portion shall be determined by taking the amount deposited into Special Revenue *less* the transfer to the General Fund. This amount can be verified against the federal portion identified in the payment detail from DHHS.

Note: We strongly recommend that MaineCare payments be deposited into a SAU's General Fund account.

Accounting Handbook for Maine School Administrative Units:
<http://www.maine.gov/education/data/handbook/handbookmenu.htm>